



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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ARLINGTON, VA 22202-3231

NGB-ARH

23 MAR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) FY 06 and 07 Mandatory Full Time Unit Support (FTUS) Training (ARH Memo 05-019)

1. References:

a. Memorandum, NGB, G-1 ARNG dated 29 September 2004 subject: Professional Education Center FY05-06 Mandatory Full Time Unit Support (FTUS) Training (ARH Memo 04-028).

2. The following courses will be added to the List of PEC Mandatory Courses effective 1 October 2005:

- a. Networking Fundamentals Course, ITTC-070
- b. Basic Property Accounting, LTC-001

3. Formal mandatory training for new hires in the full time support (FTS) positions began at PEC 1 November 2003 and continued in FY04/FY05 with additional courses. The complete List of Mandatory Courses prior to 1 October 2005 are below:

- a. Unit Administration, HRR-010
- b. Unit Readiness NCO, HRR-020
- c. Training Officer/NCO, HRR-022
- d. Officer-In-Charge, HRR-030
- e. Unit Supply NCO, LTC-027
- f. OMS (FMS) Readiness, LTC-018
- g. Oracle DBA Phase I and II, ITTC-040
- h. System Administrator/Network Administrator Security, ITTC-073

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4. In an effort to increase efficiencies and readiness, the NGB Chief of Staff emphasizes training for the FTS workforce. To this end, additional courses will become mandatory for certain critical FTS positions.


5. Commands will schedule their Soldiers to attend the appropriate course associated with their FTS position. As a condition of continued employment, federally funded FTS employees will be scheduled for training at the PEC within the first six months of employment.

a. The first priority for training is new hires. However, states should develop a plan to schedule all FTS employees who have not completed the appropriate course for their current position to attend formal training at PEC. Formal training at PEC ensures FTUS personnel receive standardized and current vocational training as well as timely procedural and policy guidance to enhance unit and individual readiness.

b. Failure to complete NGB prescribed courses at the PEC for new FTS personnel within the first year of employment may be cause for reassignment or termination of FTS unless there are extenuating circumstances that preclude course attendance. Human Resource Officers (HROs) should include this condition of employment that requires mandatory FTUS training at PEC in technician and AGR vacancy announcements.

6. Travel funds will be centrally managed at PEC for both AGRs and Technicians attending the mandatory courses. Fund cites and travel order information will be provided to HROs and POTOs in the funding memo published annually by PEC.

7. The points of contact for this issue at PEC, MAJ Gary Pultro, PEC Training Branch Chief, at DSN 962-4599 or COMM (501) 212-4599; for AGR information at NGB-ARH, MAJ Elaine Gullotta at DSN 327-3295 or COMM (703) 607-3295; and for technician information at NGB-J1, Ms. Rebecca Stark, NGB-J1-TNS, at DSN 327-5418 and Ms. Brenda Decruise, NGB-J1-TNB at DSN 327-1478.


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